

FILED

OCT 19 2015

CITY CLERK

**RESOLUTION NO. 18, 2015**

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF TERRE HAUTE, INDIANA:

WHEREAS, There are insufficient funds in a certain account of the Engineering budget to meet current and anticipated expenditures within said Department, and,

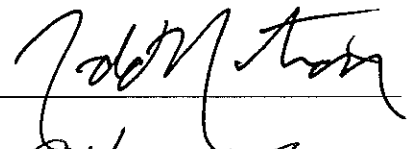
WHEREAS, There are surplus funds in another account of the same budget, said Accounts being within the appropriation heretofore made for the use of said Department.

BE IT THEREFORE RESOLVED: That the following transfers be made in the Accounts heretofore appropriated for the use of said Department:

FROM: #0101-0010-02-421.010	TO: #0101-0010-01-412.250
Office Supplies	Cell Phone
\$200.00	\$200.00
<b>Total</b>	<b>\$200.00</b>


Introduced by:  Don Morris, Councilman

Passed in open Council this 12<sup>th</sup> day of November, 2015.

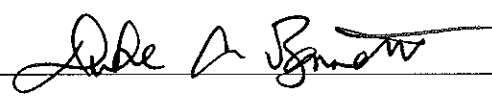
 Todd Nation, President

ATTEST:  Charles P. Hanley, City Clerk

Presented by me to the Mayor this 13<sup>th</sup> day of NOVEMBER, 2015.

 Charles P. Hanley, City Clerk

Approved by me, the Mayor, this 13<sup>th</sup> day of NOVEMBER, 2015.

 Duke A. Bennett, Mayor

ATTEST:  Charles P. Hanley, City Clerk

DEPARTMENT  
OF  
ENGINEERING

# Memo

**To:** Mayor Bennett

**From:** Sally Roetker -- Project Coordinator, Engineering

**CC:** Leslie Ellis - City Controller  
Jackie Loeb - Assistant City Controller  
Chuck Ennis -- City Engineer  
Traci Wells - City Legal  
Robert All - City Council

**Date:** October 13, 2015

**Re:** Request for Transfer of Budgeted Funds between two major classifications

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The Department of Engineering is requesting a transfer of budgeted funds within the Engineering Fund from Office Supplies to Cell Phone to cover expenses through year end.

Please see the attached Request for Transfer.

If you have any questions please contact me.

Thank you.

# REQUEST FOR TRANSFER OF BUDGETED FUNDS

(For Approval by Mayor, Controller, and City Council)

This form is to be used when the requested transfer is between two major classifications.

DEPARTMENT or FUND: ENGINEERING

DATE: 10/9/15

	<u>Account #</u>	<u>Account Name</u>	<u>Amount</u>
FROM:	<u>0101-0010-02-421.010</u>	<u>OFFICE SUPPLIES</u>	<u>\$ 200.00</u>
TO:	<u>0101-0010-01-412.250</u>	<u>CELL PHONE</u>	<u>\$ 200.00</u>
FROM:	_____	_____	\$ _____
TO:	_____	_____	\$ _____
FROM:	_____	_____	\$ _____
TO:	_____	_____	\$ _____
FROM:	_____	_____	\$ _____
TO:	_____	_____	\$ _____

Total Amount to Be Transferred \$ 200.00

Department Head Approval: [Signature] Date: 10/13/15  
(Forward to Mayor) Signature

Mayoral Approval: [Signature] Date: 10-13-15  
(Forward to Controller) Signature

Controller Approval: [Signature] Date: 10/13/15  
(Forward to the Legal Department)

Received by Legal: \_\_\_\_\_ Resolution # 18  
Date \_\_\_\_\_

RECEIVED

**DEPARTMENT HEAD:** Please attach a memorandum briefly detailing the need for this resolution. Such information should include the specific services or products you intend to purchase and the reason you have surplus funds in the specified accounts.